

Charter School Application Review Guide

Name of Proposed Charter School:	Application Reviewer's Name:
Legal Name of Group Applying for Charter:	Application Review Date:

Instructions for Completing Review: Evaluate the 20 legislatively required elements of the charter school application below. Each of the 20 elements is included in one of four categories: mission, education plan, founding group, business/operations plan. The numbers to the left of each element correspond to the number given to the element in Tennessee's charter legislation and to the number of the question in the application packet. Use the accompanying Scoring Criteria to rate the applicant on each element. The Scoring Criteria describe an "excellent," "adequate," and "inadequate" application on each element. Each element has a number of total possible points that can be awarded. An element that is inadequate in all components would receive a "0;" and, an element that is excellent in all components would receive the total possible points available. It is likely that most of the elements of each application will be scored somewhere between those two points. Half points (0.5) may be awarded as necessary. Provide additional specific and general comments as warranted.

MISSION

Question # and Element	Possible Points	Points Awarded	Comments
1. Statement defining the mission and goals of the proposed charter school	10		
<i>Total Points</i>	10		

EDUCATION PLAN

Question # and Element	Possible Points	Points Awarded	Comments
2. Proposed instructional goals and methods for the school	20		
3. Plan for evaluating student academic achievement and procedures for remedial action	15		
10. Code of behavior and discipline	5		
<i>Total Points</i>	40		

FOUNDING GROUP

Question # and Element	Possible Points	Points Awarded	Comments

8. Members of the governing body AND 13. Sponsors	13		
7. Governance and operations rules and policies	7		
<i>Total Points</i>	20		

BUSINESS/OPERATIONS PLAN

Question # and Element	Possible Points	Points Awarded	Comments
4. Operating budget	10		
5. Audit method	1		
6. Timetable	3		
9. Admissions policies	2		
11. Health and safety compliance AND 19. Transportation	2		
12. Employee qualifications	2		
14. Purchasing procedures and investments	1		
15. Management/administrative plan	5		
16. Proposed by-laws	1		
17. Assurance of liability	1		
18. Insurance coverage	1		
20. Financial health and stability	1		
<i>Total Points</i>	30		

Sandra.Gray@state.tn.us, Director of Charter Schools and Choice